



CHAPTER I. INTRODUCTION AND PROGRAM GOALS AND OBJECTIVES

A. THE SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2007

The Utah Small Cities Community Development Block Grant (CDBG) program is funded and operated under Title I of the Housing and Community Development Act of 1974, as amended through April 11, 1994, 42 USC 5301 including all operating regulations and memorandums pertaining thereto. The program year **2007** will be the **twenty-sixth year** in which the small cities CDBG program has been administered by the State of Utah. The purpose of this book is to provide instruction and guidance regarding state and federal requirements to persons seeking to apply for CDBG grants. The Utah program is unique compared to the rest of the states in the country who utilize a more centralized distribution of funds process. In Utah, the program is based upon the delegation of the control of project prioritization to local elected officials. This process provides for maximum involvement of the public through local governments who establish priorities that are consistent with the state and federal goals of the Act.

This Application Policies and Procedures Guide contains all program guidance information including:

- ☞ Compliance with the Consolidated Plan
- ☞ Amount of funds available this year
- ☞ Distribution of funds methodology
- ☞ National Objective requirements
- ☞ Eligible activities
- ☞ Funds identified to be spent to benefit low and moderate-income persons
- ☞ Changes in the document from former years
- ☞ State requirements
- ☞ Additional federal requirements
- ☞ Regional rating and ranking policies for applications

THE PURPOSE OF COMMUNITY DEVELOPMENT BLOCK GRANTS

"To assist in developing viable communities by providing decent housing, a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income (LMI)".

WHO IS ELIGIBLE FOR THE STATE PROGRAM?

1-CITIES - with populations of less than 50,000

2-COUNTIES - with populations of less than 200,000

3-UNITS OF LOCAL GOVERNMENT recognized by the Secretary of HUD, which include six of the seven Associations of Government, excluding the Wasatch Front Regional Council.

Non-profit organizations, housing authorities, and special service districts may apply through one of the above but are not eligible independently.

The entitlement cities of Salt Lake, Provo, Orem, Ogden, Layton, Logan, Clearfield, Sandy, St. George, Taylorsville, West Jordan, West Valley, and the urban county of Salt Lake have similar programs designated for their areas and are not eligible for the State Small Cities Community Development Block Grant (CDBG) Program. **Utah County has been awarded urban county entitlement status but at the time of printing had yet to complete all the necessary requirements and remained under the state program.**

Eligible entities such as a county may apply for projects that are located in or provide service to entitlements if:

- Matching funds (preferably from the entitlement community) proportional to the beneficiaries in the entitlement area are provided.
- The percentage or proportion of state CDBG dollars does not exceed the percentage or proportion of eligible beneficiaries from an eligible area.

WHO OPERATES THE CDBG PROGRAM?

The Governor of the State of Utah has elected to continue the administration of the Utah Small Cities Community Development Block Grant program in the **2007** program year and continues to delegate program management to the Division of Housing and Community Development (HCD). In assuming this responsibility, the state will meet the following requirements mandated by Congress:

Federal Mandates

1. Continue a program of planning for community development activities;
2. Provide technical assistance to units of local government and workshops for citizens and local officials for the CDBG Program;
3. Continue to provide funds from state resources for community development; and
4. Consult with local elected officials in determining the method of fund distribution.

WHO ADMINISTERS THE CDBG PROGRAM?

The Utah Department of Community and Culture (DCC), through the Division of Housing and Community Development (HCD), administers the CDBG program. As the lead agency responsible for the program's design and implementation, HCD will:

1. Obtain policy guidance from the CDBG Policy Committee that is made up of elected officials selected by the Governor from the regional review commissions and formally established by a Governor's Executive Order dated, November 1, 1986;
2. Support the seven regional planning districts in developing sound and equitable project review and priority ranking systems that meet the purposes of federal legislation as well as local and state priorities;
3. Ensure grantee compliance with all applicable federal/state program regulations and federal overlay statutes;
4. Monitor grantee program compliance and financial performance;
5. Ensure that programmatic control of the prioritization of CDBG funding has and will remain with local elected officials; and
6. Establish guidelines for local community development and policies directed toward furthering the housing needs of the state's citizens by working with housing interest groups and low-income advocacy organizations.

CDBG POLICY BOARD MEMBERS

The CDBG Policy Committee is composed of seven (7) members selected by the governor from each of the seven regional districts of the state. They are as follows:

MEMBER NAME and REGION

McKay Willis, Mayor, Laketown - Bear River Association of Governments

Mike McKee, Commissioner, Uintah County - Uintah Basin Association of Governments

Chesley Christensen, Mayor, Mt. Pleasant - Six County Association of Governments

Jerry McNeely, Commissioner, Grand County - Southeastern Association of Local Governments

Connie Robinson, Mayor, City of Paragonah - Five County Association of Governments

Carol Page, Commissioner, Davis County - Wasatch Front Regional Council

Lewis Marchant, Mayor, Kamas City - Mountainland Association of Governments

For assistance in application preparation please contact any of the following personnel:

ASSOCIATIONS OF GOVERNMENTS/COUNTIES AND CONTACTS

1. Bear River AOG

CONTACT: Brian Carver

Box Elder, Cache, Rich Counties
Roger C. Jones, Executive Director
170 N Main Street
Logan, Utah 84321
PHONE: (435) 752-7242
E-mail: brianc@brag.ut.gov

2. Five County AOG

CONTACT: Diane Lamoreaux

Beaver, Kane, Garfield, Washington,
Iron Counties
Ken Sizemore, Executive Director
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3. Mountainland AOG

CONTACT: Heidi DeMarco

Summit, Utah, Wasatch Counties
Darrell Cook, Executive Director
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Orem, Utah 84097-4146
PHONE: (801) 229-3800
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4. Six County AOG

CONTACT: Penny Fuellenbach

Juab, Millard, Piute, Sanpete, Sevier,
Wayne Counties
Russell J. Cowley, Executive Director
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Richfield, Utah 84701
PHONE: (435) 896-9222
E-mail: pfuellen@sixaog.state.ut.us

5. Southeastern Utah ALG

CONTACT: Debbie Hatt

Carbon, Emery, Grand, San Juan Counties
William D. Howell, Executive Director
PO Box 1106
Price, Utah 84501
PHONE: (435) 637-5444
E-mail: dhatt@seualg.dst.ut.us

6. Uintah Basin AOG

CONTACT: Cody Christensen

Daggett, Duchesne, Uintah Counties
Laurie Brummond, Executive Director
330 East 100 South
Roosevelt, Utah 84066
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7. Wasatch Front Regional Council

CONTACT: LaNiece Dustman

Davis, Morgan, Tooele, Weber Counties
Chuck Chappel, Executive Director
295 North Jimmy Doolittle Road
Salt Lake City, UT 84116
PHONE: (801) 363-4230, ext. 136
E-mail: ldustman@wfrc.org

TECHNICAL ASSISTANCE

For assistance regarding the program or policies, please contact any of the following personnel:

Division of Housing & Community Development
Community Development Block Grant Program
324 South State Street, Suite 500
Salt Lake City, Utah 84111
Telephone: (801) 538-8700
Fax: (801) 538-8888
Toll Free Telephone: 1-877-4UTDCED(488-3233)
Website: <http://community.utah.gov/cdbg>

Keith Heaton	CDBG Program Manager Economic Development	538-8732; kheaton@utah.gov
Glenna Matekel	Program Specialist Labor / Acquisition	538-8724; gmatekel@utah.gov
Cheryl Elliott	Program Specialist Environmental Reviews	538-8729; celliott@utah.gov
Julie Tuimauga	Program Support Specialist	538-8861; jtuimauga@utah.gov
Kimberley Schmeling	Financial Manager	538-8727; kschmeli@utah.gov
Arthur (Art) Peterson	Accountant	538-8728; apeterso@utah.gov
Michael Johnson	Weatherization Program Manager	538-8657; mjohnson@utah.gov
Jonathan Hardy	Community Services Manager	538-8650; jhardy@utah.gov
Mike Glen	Housing Program Manager	538-8730; rewalker@utah.gov

B. CONSOLIDATED PLAN

This document is an appendage of the Consolidated Plan. Section 104(a)(2) of Title I of the Act requires each state to submit a Consolidated Plan of community development objectives, projected use of funds, and methods by which the state will distribute funds to local governments. A yearly review and update of this plan is required to be supplied by each regional planning agency and a completely revised document is required every five years. Additional information regarding the compliance with the Consolidated Plan is addressed in Chapter IV.

C. STATE SPONSORED PUBLIC HEARING

In January of each year the state of Utah is required to hold a public hearing to gather input and discuss the progress and status of communities, statewide, as they complete the required elements of the Consolidated Plan. The hearing will be advertised 14 days in advance of the hearing in all regional and statewide newspapers. All Associations of Government, Utah Issues, low-income housing agencies, and other low-income advocacy groups will be individually notified of the hearings and encouraged to attend. All questions, concerns and suggestions derived from the hearing will be documented and responded to by the state following the hearings.

D. GOALS AND OBJECTIVES

The majority of the following goals and objectives were identified by HCD at the origination of the Utah CDBG Program in 1981. These same goals have been stressed in each successive year and continue to be of major importance as the HCD attempts to meet and combine federally mandated requirements and state obligations in serving the non-entitlement communities.

- To improve public facilities,
- Expand economic opportunities,
- Develop and use land resourcefully,
- Provide decent housing through the use of all available programs either direct or indirect and
- Provide needed public services;
- To promote a strong local government role in the grant selection process through the use of Regional Review Committees (RRC's);
- To leverage CDBG funds with other available public and private resources; and
- To simplify CDBG applications and management requirements while addressing congressional program intent and existing federal law;
- To decrease juvenile crime, teen pregnancy, drug and alcohol abuse and family violence

The following efforts continue to be made by the state in achieving the above goals:

- Encourage local units of governments to use the entire array of community development activities funded through the CDBG program;
- Ensure strong local government involvement in the management of individual programs;
- Ensure broad citizen participation in local/regional review and solution processes; and
- Provide timely technical assistance to grantees and the seven-multi-county planning organizations in ensuring effective program administration.

As part of the state's continuing assessment and evaluation, the goals and objectives of the program were reviewed and modified to meet changes in the law based on the 1983 amendments of the Housing and Urban Renewal Recovery Act and the Cranston-Gonzales National Affordable Housing Act of 1990. Changes also are implemented herein by the Small Cities CDBG Regulations adopted in 1992.

The administration and programmatic control remain the same as in past years. Efforts will continue to be made to provide technical assistance and training to the staffs of the seven regional associations of government who are major links with small cities.

E. SEVENTY PERCENT LOW/MODERATE INCOME BENEFIT REQUIREMENT

A program goal established by HUD requires the assurance that 70% of the funds spent over each two year grant period, beginning with the 1989-1990 program, will be spent on projects benefiting low/moderate income (LMI) persons. This will be achieved through the state's funding distribution system. Each Association of Government (AOG) is required to individually meet this goal and will adjust their project review/priority ranking system and funding allocations so that each spends at least 70 percent of their yearly allocation on projects which meet the national objective of benefit to LMI persons. Documentation will be provided showing that Utah has met this goal.